



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only

Position Title: Secretary

Type of vacancy: Multiple (Different Technical/Program/Operation Support Offices)

Opening date: June 30, 2016

Closing date: July 19, 2016

Work hours: 40 hours (Full time)

Position Grade: FSN-07

Vacancy announcement #: USAID/306/16/52

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Secretary** under a personal services contract, to work in the Agency's Program, Technical and Operational Support Offices as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as Secretary for USAID/Afghanistan and will report to the Office Director/Deputy Office Director of the respective technical/program/operational support office he/she will be recruited for.

MAJOR DUTIES AND RESPONSIBILITIES:

Secretarial Functions

The incumbent provides a full range of secretarial support to the assigned Office Director, Deputy Director and his/her staff, as well as several key secretarial support activities to ensure a smooth, effective and efficient operations within the Office to include:

- Receives incoming telephone calls and visitors with courtesy. Screens incoming telephone calls to determine appropriate level of required response. Exercises independent judgment in responding to routine requests for assistance/information. On sensitive and/or substantive issues, obtains as much detail as possible and relays this information to the supervisor before transferring the calls.
- Plans, establishes priorities, organizes and carries out the secretarial and clerical functions such as arranging meetings, preparing necessary documents for the meetings, arranging of all office staff meetings and note preparation, maintaining and updating the assigned office's staff leave plan and organization chart, maintains and updating assigned office's web and intranet sites, dealing with USAID/Afghanistan contractors regarding receiving, reviewing, processing and submitting documents, customizing letters, as well as making scanned copies of action document within the assigned Office.
- Time and Attendance Function: Prepares, submits and maintains time and attendance (T&A) records/data for each pay period WebTA for the assigned office's staff. Records hours worked (including overtime); holidays, administrative, sick and annual leave taken; and compensatory time earned. Ensures all required supporting documentation (leave requests,

overtime and compensatory time authorization forms, etc.) is accurately prepared and included as part of the T&A packet for submission.

- Prepares requisitions for office supplies and equipment on a regular basis to ensure office supplies are readily available and equipment is fully operational. Prepares work orders as needed to request repair and/or routine maintenance of equipment located in the assigned Office.

Communications and Records Functions

The incumbent manages communications and records for the office, to include:

- Creates and maintains official files for assigned office in accordance with Agency-specific Records and Management policies, procedures and performs daily filing of incoming/outgoing office's-specific correspondence.
- Prepares new files folders at the end of fiscal year and prepares appropriate shelf listings to retire old files to storage or disposal, as appropriate
- Prepares and maintains all files for office for the annual file plan and vital records submission.

Administrative Management Support Duties/Responsibilities

- Types and formats a variety of communications in draft or final form as letters, faxes, memoranda, non-technical reports, etc. in English.
- Prior to submitting for approval, the incumbent proofreads all typed communications and correspondence to ensure correct formatting of documents, correct punctuation, capitalization, paragraphing, spelling, grammar, language, form and content in accordance with USG and/or Agency-specific requirements and practices.
- On own initiative drafts and prepares in final form a wide variety of official correspondence for the assigned office supervisors review and signature, to include but not limited to: 1) official letters; 2) USAID-specific memos; 3) similar routine correspondence as requested.
- Specific actions required by the incumbent in direct support of travel coordination and arrangements for the assigned office's team members, duties/responsibilities include but are not limited to: 1) Prepares travel requests and obtain required approval including the use of travel application (E2) as appropriate; 2) Arranges travel itinerary and ensures the assigned office staff receive tickets and travel documents in a timely manner; 3) Assists the office staff in the preparation of travel vouchers, claims for authorized allowances and reimbursements and other authorized expenses as occurred; 4) Makes all official travel arrangements for the assigned office's staff as necessary (i.e. R&R, TDY, Home Leave, Medical Evacuation, Training, etc.); 4) Receives and reviews approved "Travel Authorization" for accuracy.
- The incumbent also is responsible for all arrangements for newcomers and TDY visitors such as office/cubicle set up; cell phone requests; computer access requests etc.
- Coordinates with USAID/Afghanistan's Executive Office in order to get the necessary documents and equipment for newcomers and TDY visitors as well as other necessary documents and equipment for the assigned office's team members.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Completion of high school is required. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of 3 years of progressively responsible experience in the field of secretarial/administrative management is required. (Work experience requirement must be met at the time of application).

Language: Level III (Good) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required. (English language ability will be tested).

Knowledge: Must have a thorough knowledge of general clerical practices and procedures. Must be thoroughly versed in English grammar, spelling and punctuation.

Skills and Abilities: The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Excellent interpersonal and communications skills are required to develop and maintain collaborative and effective working relationships within the Mission. The incumbent of this position is expected to have a high degree of computer literacy and is required to have: 1) the ability to follow oral instructions and to organize prioritizes and follow through on all assignments with minimal oversight; 2) accuracy in typing (40 words per minute); 3) strong proof reading skills; 4) a strong focus on "attention to detail"; 5) demonstrate proficiency in word-processing, spreadsheets, databases, and other computer programs (excel, power point, etc.) and typing various correspondence (i.e. memorandum, letters, reports, etc.) as well as standardized documents and forms is required.

The incumbent must be able to communicate effectively and accurately with: 1) all categories of USAID/Afghanistan Mission employees; 2) other appropriate Embassy and other USG offices and support staff when appropriate and/or necessary; and 3) the general public.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Secretary 1652.**

ANY/ALL application submissions after the closing date of July 19, 2016 will not be considered.

NOTE: This solicitation is intended to recruit simultaneously with similar major duties, responsibilities and required qualifications various offices within USAID/Afghanistan. Respective offices to be covered under this solicitation will have individual classified and approved position descriptions that will be used for PSC contracting purposes.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174)
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vita that provides the same information found on the DS-174 form.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of

applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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